

2003-04 EIS ELECTRONIC TRANSMISSION SCHEDULE

Please note that all data/extract errors should be cleaned up by the report due date. In order to minimize errors in later extracts, please send the extracts as grouped on the schedule. Errors in basic record types should be cleaned up before sending the next extract group.

Transmission Deadline	Required Reports	Data Type	Electronic Extracts Required
July 15, 2003 (June 1, 2003 Report Due Date)	200 Day Accountability Report	District Calendar Data	<p>Only District Calendar data should be sent. Districts must check calendar details and the Report for accuracy and transmit corrections. Extracts required: 010 – 200 Day Calendar 011 – 200 Day Event Calendar</p> <p>The 200-Day Accountability Report(s) should be approved online by Districts and SDE. The district calendar(s), extracts 010 and 011, should be sent and corrected before any of the school calendars are sent. Each school calendar must have a district calendar loaded before the school calendar will load.</p>
August 15, 2003		School Calendar Data	<p>ALL PRIOR EXTRACTS AND CHANGES MUST BE SENT BEFORE THESE EXTRACTS.</p> <p>School Calendar Data will be captured at the district and transmitted for all schools within the district. This includes every active school that has a school number assigned. Extracts required for each school: 020 – Instructional Program 021 – Instructional Program Report Period 022 – School Days Each school calendar, extracts 020, 021, and 022, must be sent and corrected before any other extracts are sent because the other data must be attached to a school calendar. School Calendar Details should be reviewed for every school.</p>

Transmission Deadline	Required Reports	Data Type	Electronic Extracts Required
November 1, 2003 (October 1, 2003 Report Due Date)	Fall Preliminary Report – Grades PK-12 School Report, Preliminary Staff, Deficiency Report All Data Type extract groups for this deadline are required for the reports	Student, Staff, and Class Basic Records	<p>ALL PRIOR EXTRACTS AND CHANGES MUST BE SENT BEFORE THESE EXTRACTS.</p> <p>These extracts should be sent from every active school that has staff, students, and classes being taught. Extracts required for each school:</p> <p>040 – Student</p> <p>060 – Staff Member 062 – Staff Member Current Assignment</p> <p>030 – Class Section These are basic extract types for Student, Staff, and Class that should be sent and errors corrected before other extract types are sent. If any of these are rejected, other extracts that depend on these loading will also be rejected and will cause many problems.</p>
		Student and Class Details	<p>Transmit other data about students and classes from every active school. If the school is not the student's Primary school, extracts for student demographics, enrollment, withdrawal, grade, and class assignments must be sent. Extracts required:</p> <p>041 – Student Enrollment 043 – Student Instructional Grade 044 – Student Classification 046 – Student Disciplinary Action 050 – Student Withdrawal 031 – Class Section Schedule</p>
		Class Assignments for Staff and Students	<p>Districts should transmit staff and student class assignments for all students, even if this is not the Primary School for the student. Extracts required:</p> <p>048 – Student Class Assignment 063 – Staff Member Class Assignment</p>
		Special Education Data	<p>Send a separate file with Special Ed data from D & A Census Program from the beginning of the year through the current date. Extracts Required:</p> <p>090 – SE Student 091 – SE Instructional Grade 092 – Special Education Option</p>

Transmission Deadline	Required Reports	Data Type	Electronic Extracts Required
Nov. 1, 2003 (Oct. 31, 2003 Report Due Date)	Report Period 1 Reports End of Month Membership, Monthly Student Membership/Attendance, Monthly Vocational Class FTEADM, Monthly Vocational Class Vocational FTEADA, Monthly Special Ed Options by Primary and Secondary ADM	Funding Ineligibility, Student Standard Day, and Attendance	ALL PRIOR EXTRACTS AND CHANGES MUST BE SENT BEFORE THESE EXTRACTS. Districts should transmit Funding Ineligibility, Student Standard Day, and Attendance data. Extracts required: 042 – Student Ineligibility Funding Status 047 – Student Standard Day 049 – Student Attendance
	Early Roster of Graduates (Send when they occur)	Student End of Service for Early Graduates	Districts should transmit extracts for early graduates. Extracts required: 051 – Student End of Service 050 – Student Withdrawal
Nov. 30, 2003	Report Period 2 Reports		ALL PRIOR EXTRACTS AND CHANGES MUST BE SENT FREQUENTLY.
Dec. 31, 2003	Report Period 3 Reports		ALL PRIOR EXTRACTS AND CHANGES MUST BE SENT FREQUENTLY.
Jan. 31, 2004	Report Period 4 Reports		ALL PRIOR EXTRACTS AND CHANGES MUST BE SENT FREQUENTLY.
Feb. 28, 2004	Report Period 5 Reports		ALL PRIOR EXTRACTS AND CHANGES MUST BE SENT FREQUENTLY.
March 1, 2004 (Feb. 1, 2004 Report Due Date)	Spring Preliminary Report – Grades PK-12 School Report, Preliminary Staff Report, Deficiency Report BLOCK SCHEDULE ONLY	Second Semester Classes	ALL PRIOR EXTRACTS AND CHANGES MUST BE SENT FREQUENTLY. Finalize and send any remaining Second Semester Class data. Extracts required: 030 – Class Section 031 – Class Section Schedule 048 – Student Class Assignment 063 – Staff Member Class Assignment Send 030 and 031 first and correct errors. Then send 048 and 063.

Transmission Deadline	Required Reports	Data Type	Electronic Extracts Required
Mar. 31, 2004	Report Period 6 Reports		ALL PRIOR EXTRACTS AND CHANGES MUST BE SENT FREQUENTLY.
Apr. 30, 2004	Report Period 7 Reports		ALL PRIOR EXTRACTS AND CHANGES MUST BE SENT FREQUENTLY.
May 31, 2004	Report Period 8 Reports		ALL PRIOR EXTRACTS AND CHANGES MUST BE SENT FREQUENTLY.
June 30, 2004	Report Period 9 Reports Spring Roster of Graduates	Spring Graduation	ALL PRIOR EXTRACTS AND CHANGES MUST BE SENT FREQUENTLY. Extracts Required: 051 – Student End of Service
August 1, (July 1, 2004 Report Due Date)	Annual Reports including: Annual Student Membership/Attendance, Annual Vocational Class FTEADM, Annual Special Ed Options by Primary and Secondary ADM Net Enrollment, Annual Dropouts Over/Under 18, Report of 12 th Graders, Number of Promotion/Retention through June 30, Annual Report of Student Suspensions, Expulsions, Remands	End of Year Data	ALL PRIOR EXTRACTS AND CHANGES MUST BE SENT Districts should finalize changes and transmit changes, promotions, and graduation data. Extracts Required: 050 – Student Withdrawal 051 – Student End of Service
August 15, (July 15, 2004 Report Due Date)	Annual Transportation Report(ADT)	Transportation Data	Send bus data for students any time during the year. Extracts required: 045 – Student Transportation
August 15, 2004	Summer Roster of Graduates Number of Promotion/Retention through end of Summer School	Summer School Promotions or Completions	Districts should transmit any promotions, completions, or dropout updates that occurred after June 30. Schools and districts will check reports for accuracy and transmit corrections or new entries. Extracts required: 050 – Student Withdrawal 051 – Student End of Service